

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **LIEUTENANT/POLICE INVESTIGATOR**

Jurisdictional Class: **Competitive**

Date Adopted: **10/00**

Date Revised:

Jurisdictions: **Villages**

DISTINGUISHING FEATURES OF THE CLASS: A Lieutenant/Police Investigator is a responsible position in the police department investigating crimes and assisting the Police Chief in supervision; incumbent identifies, apprehends and arrests defendants; also prepares criminal cases and assists in the prosecution of defendants. The work is done according to generally accepted police investigation procedures and departmental policies and must meet legal standards for prosecution. The class has considerable responsibility and latitude in performance of the duties. Incumbents initiate, take charge of and supervise major criminal investigations. Work is performed in plain clothes under general supervision of the Chief of Police. The class differs from Police Investigator or a Police Officer in that a Lieutenant/Police Investigator assists in the supervision of other employees. Incumbents may work alone, under cover, in disguise, under alias, as part of a multi-agency investigation team, in dangerous situations, as a supervisor directing Police Officers, and within or outside of the geographical jurisdiction of the police department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors criminal activity, develops informants and develops and follows investigative leads;
Interviews victims and witnesses and secures oral and written statements and affidavits;
Locates, gathers, processes, evaluates and safeguards all types of evidence required for successful criminal prosecution and documents the evidence chain;
Reviews Penal Law to determine if a crime has been committed and determines charges in consultation with the District Attorney;
Prepares and serves subpoenas, obtains and executes warrants and testifies in pre-trial, trial and post-trial proceedings;
Follows up felony warrants for execution and/or extradition;
Supervises employees (or other police officers) by assigning and reviewing completed work;
Assists with the day-to-day operation of the department;
Cooperates with and assists federal, state, county and other local law enforcement agencies and the District Attorney;
Safeguards the legal rights of victims, witnesses and defendants;
Keeps a variety of records, prepares a variety of reports, reviews reports submitted by other officers and agencies and periodically reviews case histories;
May dispense public information regarding assigned cases;
May perform a variety of special assignments as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good working knowledge of New York State Penal Law, Criminal Procedure Law, modern and scientific investigation techniques and procedures, human behavior and factors related to crime, and departmental policies and procedures; good powers of observation and good skills in logic and reasoning, interviewing and listening; good use of weapons and self-defense techniques; working knowledge of federal criminal laws and enforcement agencies, electronic and photographic equipment including cameras and radios, scientific apparatus including scales, chemical testing devices and the like,

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Last Reallocated: n/a

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and identification procedures and documents; ability to plan and supervise the work of others; ability to establish effective working relationships with all types of people and gain the trust of witnesses, criminals and potential informants; ability to notice in a person's conduct or appearance things that reveal criminal activity or evidence; remember, organize and evaluate facts and information; ability to prepare detailed and accurate records and written reports; ability to develop materials for legal actions; ability to speak and testify clearly, meaningfully and convincingly; ability to recognize and distinguish various types of controlled substances; ability to evaluate and judge the veracity of people who are under stress or the influence of alcohol and/or drugs; ability to recognize potential weapons; ability to remain calm and make quick and correct decisions when under stress or in the face of danger or threat; sound judgment; ability to follow instructions; ability to physically defend oneself and others.

MINIMUM QUALIFICATIONS:

- (A) Associate degree in criminal justice or a related field from a regionally accredited or New York State recognized college and three (3) years' experience as a police officer in New York State, one (1) of which included general supervision of other police officers and/or police operations; **OR**
- (B) High school diploma or equivalent and five (5) years' experience as a police officer in New York State, one (1) of which included general supervision of other police officers and/or police operations; **OR**
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

NOTE: Service as a deputy sheriff in New York State will be deemed an equivalent to service as a police officer only for as much time as assigned 100 percent to police patrol or criminal investigation duties. Assignments to corrections, desk, record-keeping, service of civil papers or other non-police duties will not be deemed an equivalent.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: Possession of a valid New York State automobile operator's license.